

Weekly Update

April 7, 2015

Subject: Automated Use Tax Implementation and Rollout Materials on Website

Audience: FI Directors, March 25, 2015 Use Tax Meeting Attendees

On Wednesday, March 25, 2015, SCEIS held an informational meeting on the new automated use tax process and its implementation. This process will automate the preparation and submission of an electronic use tax return to the SC Department of Revenue and record and pay the vendor payable for tax due on behalf of each business area.

Materials shown during the meeting are now available on the SCEIS website. To access these materials, from the SCEIS homepage (www.sceis.sc.gov), point your mouse to **Finance** in the left navigation bar, then select **Publications**. The following meeting materials can be found under the **Accounts Payable Publications** section:

- March 25, 2015 SCEIS Automated Use Tax Process Presentation
- Example: Journal Entry to Adjust U1 Use Tax Accrual Details
- Example: Journal Entry to Split the Use Tax Payable Total Across Expense Amounts (by Fund-Funded Program-Grant)
- Tax Jurisdiction Codes
- Sales and Use Tax Resources on the SC Department of Revenue's Website

The direct link to the materials is <http://www.sceis.sc.gov/page.aspx?id=140>. If you have any questions, please email sceis-ast@sceis.sc.gov.